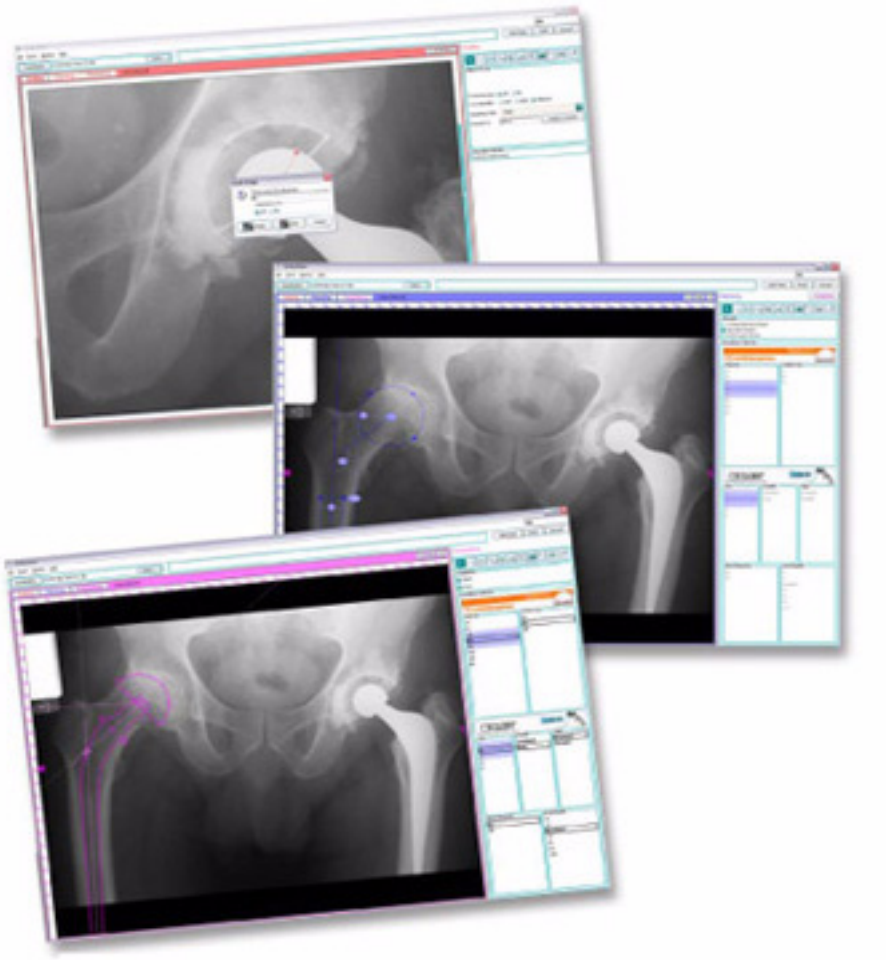
OrthoView™

Orthopaedic Digital Imaging



User Guide for a Kodak CARESTREAM System

OrthoView 3 (DV) Issue 1.0

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INTRODUCTION

This User Guide is intended to give you all of the information you need to begin using OrthoView™. For more detailed information see the Help file accessed from Orthoview.

For information on using the Wizards see the Training Guide or the Help file accessed from Orthoview.

For information on installing and setting up OrthoView™ see the Installation Guide

For information on Licensing see the Installation Guide.

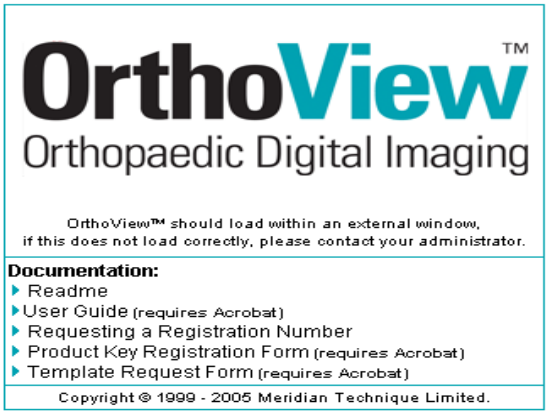
OrthoView Process Outline for use with Kodak CARESTREAM

This is a description of the basic process you may use to plan Orthopaedic or Paediatric Operations using OrthoView. This describes a simple method of operation you may adopt just to get you started. OrthoView has many possible paths and "short cuts" which you can find in the User Guide or Help system. At any point within OrthoView the "F1" function key will give you help about the function you are currently performing.

1) Choose the patient and study you wish to plan in DirectView.

2) Select those images required to be planned and click the OrthoView Action button.

3) The OrthoView launch page will appear in a browser window. This page shows that OrthoView is downloading. From this window you may select any of the documents you may wish to read.


OrthoView™
Orthopaedic Digital Imaging
OrthoView™ should load within an external window,
if this does not load correctly, please contact your administrator.
Documentation:
Readme
User Guide (requires Acrobat)
Requesting a Registration Number
Product Key Registration Form (requires Acrobat)
Template Request Form (requires Acrobat)
Copyright © 1999 - 2005 Meridian Technique Limited.

4) DirectView will download the necessary images to OrthoView and then OrthoView will launch. Note that at any time you may use the "Discard" button within OrthoView to throw away any planning you have done and return you to the PACS viewer.

5) Once fully launched, you will be presented with the OrthoView Inbasket Screen. This screen lists all the examinations which may be templated. Select the one you wish to work on and then select the "Open Examination" button.

6) You will next be presented with the Examination Screen. From here you should select the required operation via the "blue man", choose any templates that may be required and select the image to be used. The "Open Selected X-Rays" button to proceed.

7) You are then presented with the scaling screen. Each image must be separately scaled. There are several methods of scaling which are covered in the User guide and help text.

8) Once scaled you will be presented with the planning screen. You can use this screen to add annotation, measurements and run the OrthoView wizards.

9) If prosthesis templates need to be added in the selected operation you can progress to the templating screen via the "templating" button. On this screen wizards may also be used, but it also allows selection of the prosthesis parameters and viewing of the template in place.

10) If further images need to be planned, return to step 5 via the "Examination" button.

11) Once all images have been planned, you should select the "Finish" button. This will display a textual report of your session and also allow you to either Save or Commit the work. The Save button, saves the session as "work in progress" and therefore it can be edited again. The Commit button should be used when the planning is complete since once committed the session cannot be changed again and is effectively a "read-only" copy.

12) On either save or commit, your data will be saved back to the DirectView system. If you wish to view this data (or edit it further in the case of Save) in OrthoView, you will need to locate the data in DirectView and select the OrthoView button.

Note: this User Guide may include functionality which you do not have available in your version of OrthoView™. If you would like more information on a specific feature, please contact your supplier.

Viewing version and registration information

- ***To view version and registration information***

1. On the **Help** menu, click **About**.

   To view the license agreement which you have agreed to, click **License Agreement**.

2. When you have finished viewing, click **OK** to close the **About** window.

Templates

To use OrthoView™ for planning orthopaedic procedures you need to obtain and install Templates for the prostheses you use in surgery.

Note: Demo users are either provided with a sample set of templates pre-installed or should follow the instructions on the CD documentation.

To request Templates as a registered user

To obtain the orthopaedic templates you require, you must have a registered account on the OrthoView website (www.orthoview.com).

If your supplier has provided you with a username and password for the website, please use this to log on and request the templates you require. If you have not been provided with a login, please follow the procedure below to create your user account.

1.Go to our website (www.orthoview.com) and select the 'Register Software' link and enter all the requested details for your hospital. In the field 'Product Key' enter the unique reference code sent to you with your OrthoView license, it is a number similar to this OR123-12345678.

2.On receipt of the registration information, OrthoView will authorise the account and send an email to the nominated email address confirming the account has been authorised. This will be done no later than close of business on the next working day following the registration.

3.Once you have a registered account you can log on to this account and select the 'Request Templates' button to request the templates you require. Upon receipt of the request(s) OrthoView will make any released templates available for download and send the user an email advising them that the templates are available. Any requested templates that were not immediately available will be added to the website as they are released.

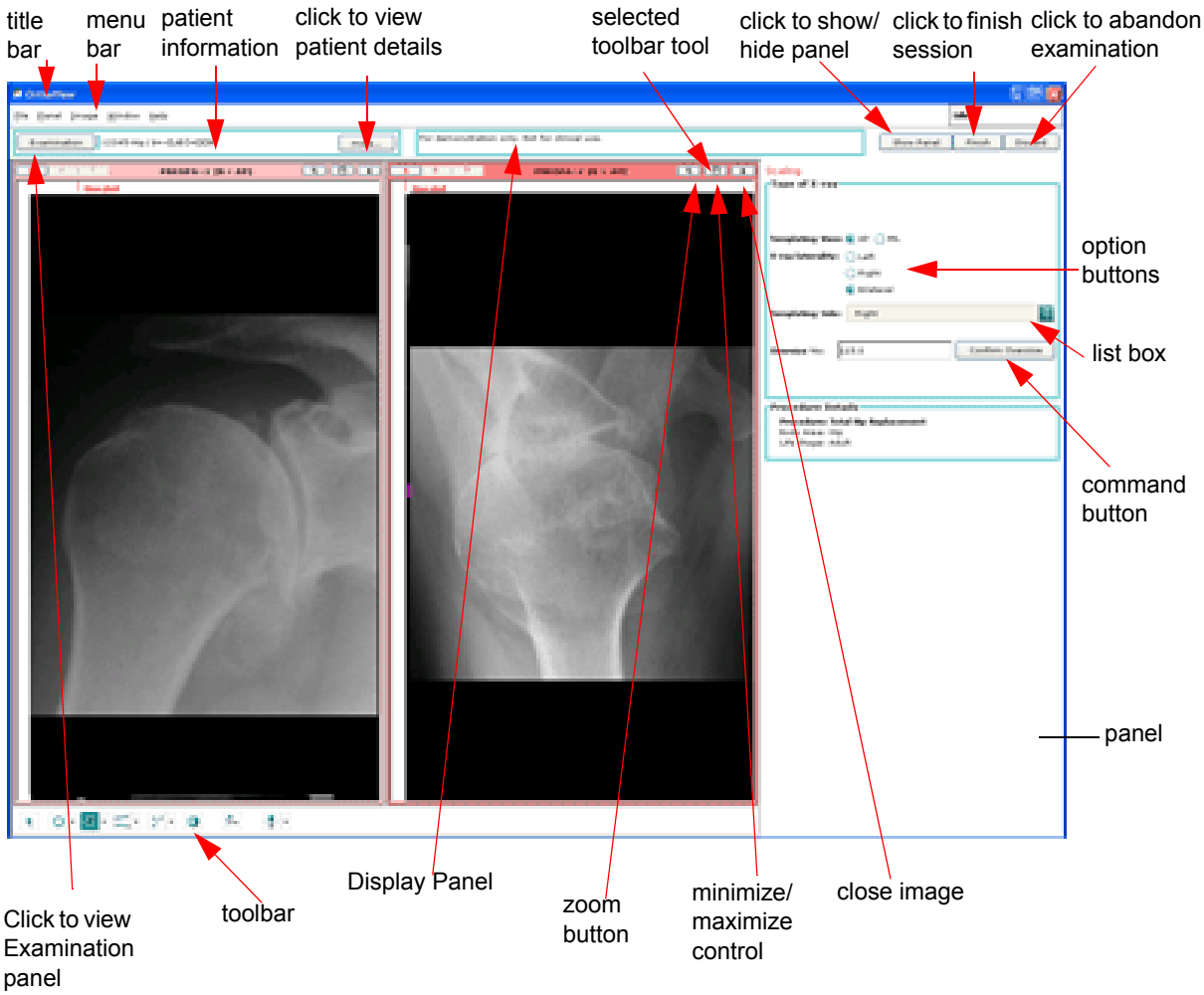
4.To download templates, log on to the website and follow the on screen instructions.

To install Templates

Templates may be installed either locally or on a server depending on your Orthoview installation. Templates can be installed locally by simply double clicking their installer and following the instructions. To install on a server contact your system adminstrator.

Using windows in OrthoView™

Windows in OrthoView™ have the following features:



- **Title bar**. Displays the name of the program.
- **Menu bar**. Displays the menus available in OrthoView™. Click a menu name to open the menu and see the available commands. **Note**: the **Panel** menu's color changes to denote which phase you are in: for example, scaling or planning.
- **Minimize/Maximize image**. This is only useful if you have more than one patient image open at the same time. If multiple windows are visible, click **Maximize Control** to expand the window to fill the whole patient image viewing area. The Control then toggles to become the **Minimize Control**. Click the **Minimize Control** to make the window share the space with all the other images.
- **Examination**. When you are scaling, planning or templating you can click **Examination** to return to the **Examination** panel, which is useful if want to open additional images. **Note**: if you do this, you do not lose your work.
- **More**. Click to view patient details and add notes, if required.
- **Close image**. This closes the window. **Note**: any work done in the window is saved, so if you re-open the window, it will be in the same state as it was in when it was closed.
- **Panel**. Displays the options, commands and tools required at during each phase.

- **Show/Hide Panel**. If the panel is visible, click to hide the panel, so that the images can be viewed at full screen size. Alternatively, if the panel is not visible, click to view the panel.
- **Toolbar**. Displays the available tools during the Scaling, Planning and Templating phases. The toolbar can be anchored to the right or bottom of the x-ray panel or may be left floating.
- **Option buttons**. Used for a group of options where only one option at a time can be selected. To select an option button, click it so that a dot is displayed in the button, all other option buttons in the same group become clear.
- **List box**. Click the arrow to the right of the box to display a list of possible values. To select the required value, click it.
- **Command button**. Click a command button to start the action shown by the button's label.
- **Zoom button**. Click to display a full-size display or size-to-fit display of the image.
    - **Full-size display**. The patient image is displayed as large as possible. On smaller screens, this results in only part of the image being visible. To view other parts, either use the scroll bars or select the pointer tool in the toolbar and then drag on the image. **Note**: the mouse pointer changes to display a 'hand'.
    - **Size-to-fit display**. The whole patient image is always displayed, no matter how small it is. This makes it easy to decide where you are on the patient image, but on smaller screens it can compromise accuracy.
- **Display area**. Displays information relating to the patient image. For example, on the **Templating** panel, if you use the **Transischial Line Wizard**, the display area shows the calculated leg length of the patient after surgery.
- **Finish**. Click to view a report summary and then choose whether to save your work and continue at a later date, make a permanent record of your work, or to quit OrthoView™ without saving your work.
- **Discard**. Click to quit the current procedure without saving.

Setting window positions and sizes

OrthoView™ remembers the position and size of the main and Help windows. The first time you start OrthoView™ it opens the windows at their default size and position. Any changes you make by dragging and resizing the windows are saved.

We suggest that you do the following when you first start OrthoView™:

- Set the size and position of the main window to a good setting for the monitor(s) you are using.
- Open the Help system (press F1) and set the size and position of the Help window. You can then close the Help window.
- Close OrthoView™ to ensure that the window positions are saved.

Windowing and Levelling

At each of OrthoView's™ stages Scaling, Planning, and Templating; it is possible to individually manipulate the contrast and/or brightness of the x-ray images to be worked with.

◆ ***To set up contrast and/or brightness***

1. Select the image/s for manipulation, click the image's title bar.
2. Then, either:

- Click on the toolbar, so the mouse cursor changes to and drag, as described in step 3.
- Or, position the cursor over the middle of the x-ray image, press **Alt** and simultaneously left-click until the cursor changes to then drag as described in step 3.

3. Click-and-drag the mouse to achieve the desired effect.
    - To increase the image brightness, (or window centre) drag the mouse vertically downwards away from the x-ray image title bar. Reverse the direction to reduce the brightness.
    - To increase the image contrast, (or window width) drag the mouse horizontally to your left. Move it to your right to reduce the contrast.
4. The figures identifying the exact window width and centre achieved during the manipulation are displayed in the message box above the image display area.

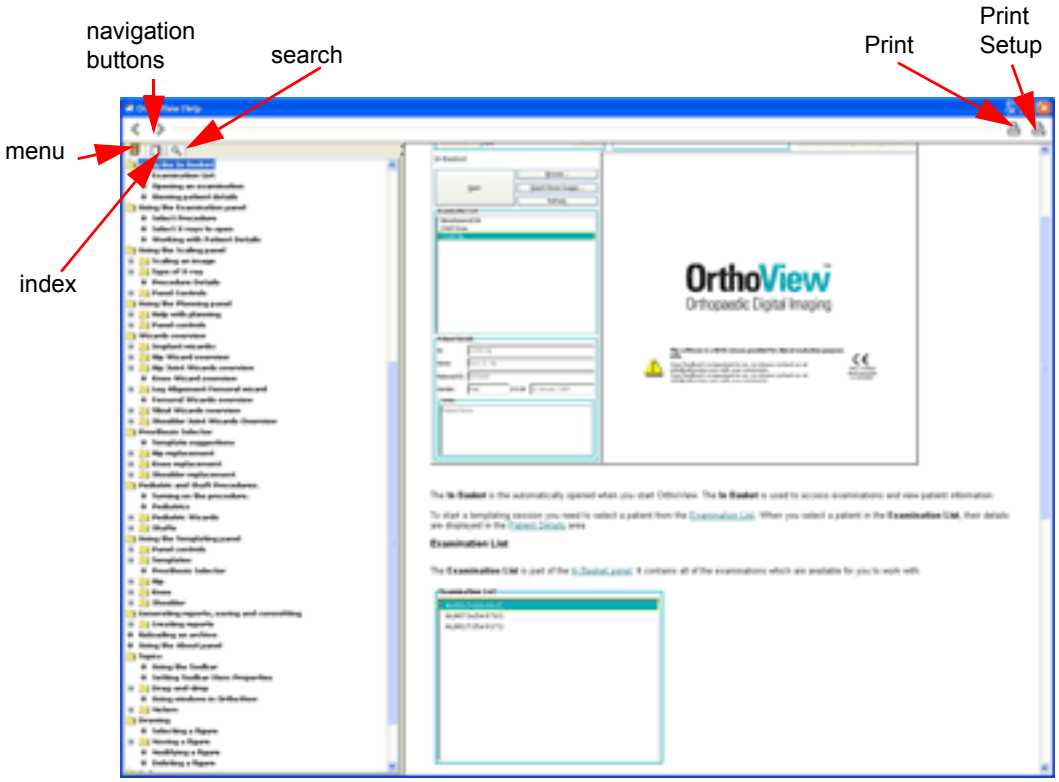
FAMILIARIZATION

This section is designed to help you become familiar with the basic operation of OrthoView™. If you have not used OrthoView™ before, we suggest that you work through this section carefully, with OrthoView™ running.

On-line Help

OrthoView™ has an extensive on-line Help system, which provides all the material you need to learn and use OrthoView™.

To access the Help, either use the **Help** menu or press F1. The F1 key, or the "What do I do next?" menu entry, provides information which is relevant to the task you are performing.



Use the **Index** tab to view an alphabetical view of Help topics. Alternatively, to locate specific information, use the **Search** tab.

The Help is browser based so you can follow the hyperlinks and use the forward and back buttons on the Help window to navigate.

Menus

OrthoView™ is designed so that for normal use, the user does not need to use the menus. However, there are circumstances where they could get you out of trouble or help you to do things that cannot be done by pressing buttons.

Keyboard shortcuts

Keyboard shortcuts allow you to perform actions with a single keystroke, making OrthoView™ quicker and easier to use. To use a shortcut key, hold down the modifier key indicated below, and then press the key.

Function	Shortcut combination
If you have two images open, use to move between the two windows	Ctrl N
Close Window	Ctrl C
Print	Ctrl P
Meter	Ctrl M
Preferences	Ctrl F
Quit OrthoView	Ctrl X
Display the current "What do I do Next" help screen	F1

Preferences

OrthoView™ can be customized in several ways for individual hospitals in which it is installed. Preferences come set up with sensible defaults but you may want to change these. if you have a multi-user license, the **Prosthesis**, **Display** and **Storage** preferences settings are saved on a per user basis. Any modifications made to the **Network** preferences are global, that is the settings apply to all users.

To access OrthoView's™ preferences, on the **File** menu, click **Preferences**. The following tabs are available:

Prothesis Preferences: To select the default brands of prosthesis to use. And set the knee referencing to Anterior/Posterior and the Tibial AP Wizard Alignment to External/Internal.

Storage Preferences. To select the examination output folder. To select the Dicom scan folder. To select the Dicom scan folder and the X-Ray image folder. To select the X-ray and Dicom import folders.

Examination Preferences. To select additional OrthoView preferences, including default patient image settings, for standalone, single-user licences. The paediatric assessment module can be turned on or off from this tab.

Display Preferences. To select the colors and styles displayed by OrthoView™.

Network Preferences. To select additional OrthoView preferences, including default patient image settings, for standalone, multi-user, and network licences E-mail Preferences. To enter e-mail address details, so that you can be contacted when Templates are due to expire, for example.

Administration. This tab is used to set and reset password.

To close the **Preferences** panel and save your changes, click **Save**. To close without saving any modifications, click **Cancel**.

Templating stages

To Template an x-ray you need to proceed through four stages: Loading, Scaling, Planning and Templating.

- 'Examination Loading' on page 1-9.
- 'Scaling' on page 1-13.
- 'Planning' on page 1-14.
- 'Templating' on page 1-17.

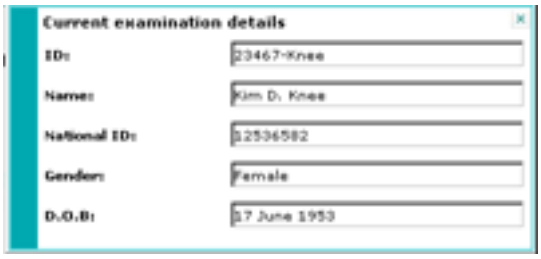
Examination Loading

This consists of selecting and then opening one or more images. OrthoView™ can display up to four images at the same time. For hips and shoulders, you need a single AP image, unless you are also intending to work with an ML view. For knees you will normally need two images – an AP and an ML view.

Select the required images and then activate the OrthoView™ control (button or menu item). You use the **In Basket** to locate and load images. There are several ways in which images can be located. From the **In Basket**, do one of the following:

- Select the examination you want to work with from the list and click **Open**.
- Double-click the examination name in the list to open it. If the required examination is not displayed in the list, click **Refresh**. If it is still not displayed, make sure that it exists in the **X-rays** folder.
- Click **Browse**. You can then navigate and select an image from the examination you want to work with.
- If you are using Dicom images exported from another system and you have not set your **General/Workstation/Enterprise** preferences to automatically import images to the **X-rays** folder, on the **In Basket**, click **Import Dicom Images**. Navigate to the image location and click **Open**.

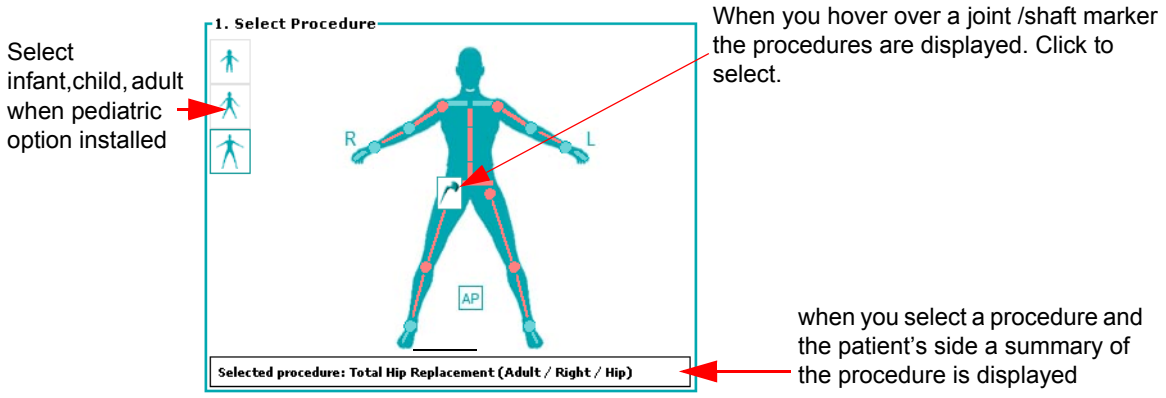
When you select an image(s), the **Examination** panel is automatically displayed. Patient details can be viewed, if required. To view patient details, from the **Examination** panel, click **More**. You can use the patient details to verify you are looking at x-ray(s) for the correct patient.



Note: if you have selected the wrong examination, click **Discard** to return to the **In Basket**.

You use the **Examination** panel to select the procedure and the side of the patient which is to be operated on. To do this, under **Select Procedure**, hover over the relevant joint or shaft marker (red mark) which represents the correct procedure and patient side. When you do this, you receive a choice of procedures, for which you have Templates: for example, total Knee replacement or unicompartmental knee arthroplasty

.


Select infant,child, adult when pediatric option installed
1. Select Procedure
R
L
AP
When you hover over a joint /shaft marker the procedures are displayed. Click to select.
Selected procedure: Total Hip Replacement (Adult / Right / Hip)
when you select a procedure and the patient's side a summary of the procedure is displayed

USING THE EXAMINATION PANEL

You use the **Examination** panel to select the **procedure** that you are going to plan, which side of the patient is to be operated on and the prosthesis.

Starting a Procedure

Select Procedure

If the Paediatric Assessment Module is turned on in the preferences panel then the Select Procedure image is different and allows the user to choose between Infant, Child and Adult repesentations of the person. These also show representations of shafts as well as joints.

Life Stage (Pediatric Assessment Module)

Infant	**Child**	**Adult**

Procedure Icons

Icon	Procedure
	Hip Templating
	Shoulder Templating.
	Total Knee.
	Unicompartmental Knee.
	Planning

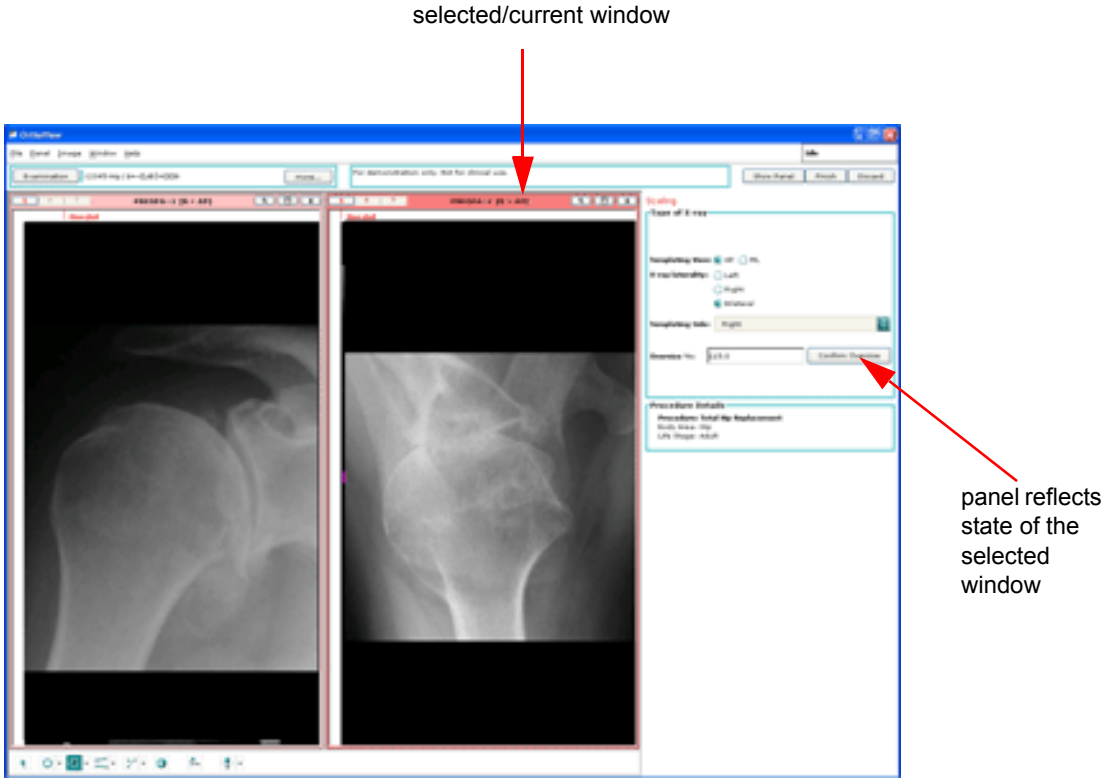
Note: any joint markers displayed in blue, as opposed to red, denote you do not have the required Templates.

When you have selected the procedure, the digital templates for the prosthesis, you normally use, is displayed. If you want to use a different prosthesis for this procedure, click the template,

so that the **Select a Product** dialog box is displayed. Locate the required template and click to select the preferred prosthesis.

Under **Select x-rays to open**, select the image(s) you want to open: to do this, click the name(s) in the list. You can select multiple entries: to do this, either press SHIFT or CTRL while you make your selection. To toggle the selected images, by holding down Ctrl while clicking. When you have made your selection, click **Open Selected X-rays**.

The image(s) open. If multiple images are opened, one of them will be the “Current” one and is clearly selected.



To change which window is selected, click the window’s header. Alternatively, you can use the **Windows** menu and/or the controls at the top right-hand corner of the images to display only the current window or to show both/all of them at once.

If you close a window, you do not lose the work you have done on it. Double-click its name in the **Examination** panel to open it in the same state that it was in when you closed it. You can also use the **Examination** to open images that you did not open originally.

Scaling

When you have selected the appropriate x-ray(s) and specified the side of the patient which is to be operated on, the **Scaling** panel is displayed. From here you establish the x-ray type and calibrate the image. This stage is critical because, even if the size of the x-ray film/plate is known, the anatomical features will have been magnified by a factor that depends upon the set-up of the x-ray machine and the size of the patient.

In most scenarios, OrthoView™ determines the projection and laterality of the x-ray. However, you must set and/or verify the following:

- **The x-ray projection**. Select whether the x-ray is an AP or ML view.
- **The laterality side**. Select Left, Right or Bilateral.
- **The templating side**. Inform OrthoView™ which side you are going to template: for example, whether you are going to template the contra-lateral side. **Note**: this is *not* to establish the side on which the patient will be operated on, as this was identified on the **Examination** panel.

You must then establish the scale of the x-ray. This is based either on the magnification of an object of a known size on the same x-ray plate (marker method) or it is measured by resolution, that is by identifying pixel spacing (ruler method).

Known magnification

Some radiology departments, who take x-rays for Orthopaedic purposes, can guarantee a particular magnification for each joint. If this is the case, you can click **Confirm Oversize** to commit the magnification. If you trust your radiology department to do this, you can set the magnifications they guarantee using the **General** preferences. For familiarization purposes, you can use the default settings, but you must ensure that x-rays always have the specified magnification for each joint before using the **Confirm Oversize** method for planning orthopaedic procedures on real patients.

Using markers to confirm oversize

A more accurate means of scaling is to have the radiographer place a radio-opaque object of known size on the patient in the same plate as the joint being imaged. When you view the x-ray in OrthoView™, you then place a meter on the marker and then tell OrthoView™ how big it actually is, in millimeters. To do this, select either the **circular** or **linear** measurement tool from the toolbar at the top of the **Scaling** panel. Drag the tool over the x-ray image of the marker. It is usually a good idea to position the measure approximately and then to click the magnify button in the top left of the window. This gives you a magnified view, so you can position more accurately. When you have set the size, click the measure display, which currently displays **unscaled**. On the **Scale Image** dialog box, enter the size, in mm and click **Marker**.

Using rulers

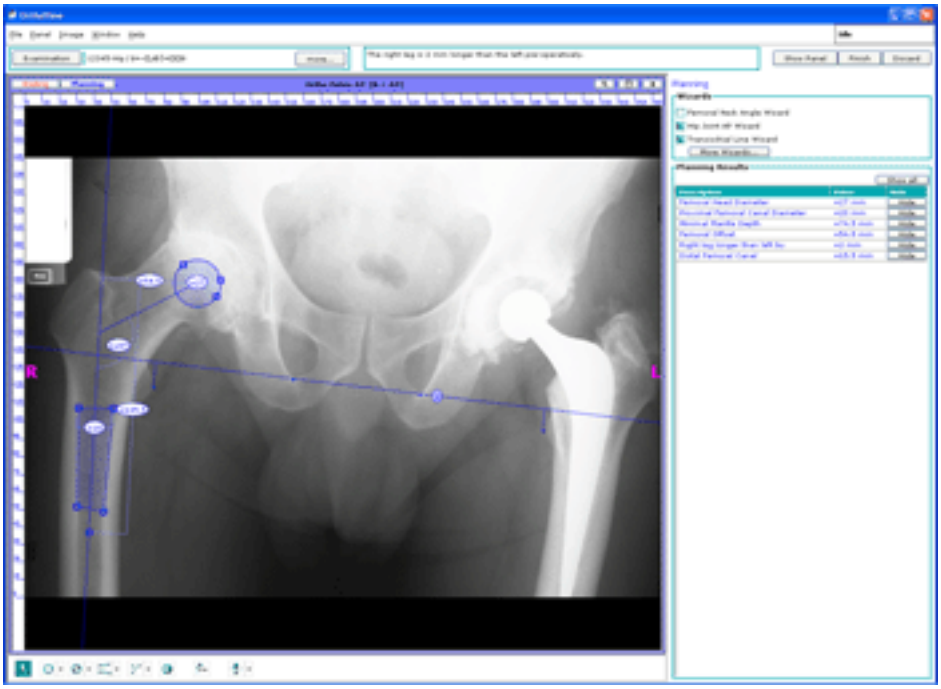
Use this method to establish pixel spacing on the x-ray, in the event that this information is not present on the image. To use this method, select either the **circular** or **linear** measurement tool from the toolbar at the top of the **Scaling** panel and double-click the measure display, which currently displays **unscaled**. On the **Scale Image** dialog box, enter the pixel spacing size, in mm, and click **Ruler**.

On the **Confirm Oversize** dialog box, enter the oversize percentage for the image and click **OK**.

You are now ready to enter the planning stage. We suggest that you click **zoom** to view the whole x-ray.

Planning

During the planning phase, you measure the patient's anatomy. Doing this reduces the risk of surgical errors, such as creating a difference in the length of the legs. It also assists in selecting and positioning Templates. Properly taken measurements also assist in establishing that best clinical practice was followed.



IMPORTANT NOTE: the measurements displayed in small ellipses sometimes get in the way. You can hide or show them at any point by pressing Ctrl M.

Measurement tools

There will be occasions when measurements will need to be taken that are not programmed into the wizards. A variety of measurements tools are supplied in the toolbar. For more information, see 'Using windows in OrthoView™' on page 1-4.

The three measures, line, circle and angle, allow you to click to select the measurement display and then enter an annotation of what the measurement is for. This information is then visible as a tool tip and is displayed in the pre-operation report.

Measurement Tools

- **Toolbar**. Displays the available tools during the Scaling, Planning and Templating phases. The toolbar can be anchored to the right or bottom of the x-ray panel or may be left floating.
  - **Pointer tool**. Select to modify drawing and construction lines that have already been made.

- **Line Constructor**. Select to draw lines between two points. The length can be altered by clicking/dragging the handles. To move the line, click to select it and then drag it to the required position.

- **Circle Constructor**. Select to draw circles. The circle position and diameter can be altered by clicking/dragging the handles. The circle can be moved by dragging it and can be resized by right-clicking and dragging it.

- **Line Meter**. Select this to draw lines which contain a meter to display the length of the line. To change the length of the line, click/drag the handles. It can be moved by dragging the line.

- **Circle Meter**. Select this to draw circles which contain a meter to display the diameter of the circle. To change the position and diameter of the circle, click/drag the handles. The circle can be moved by dragging it and resized by right-dragging it.

- **Angle Meter**. Select to draw two connected lines that contain a meter which displays the angle between them. The length of the lines can be altered by clicking/dragging the handles. The whole construct can be moved by dragging either line.

- **Small Angle Meter**. Select to measure two lines which do not meet at a convenient point: for example, for spinal and pelvic measurements.

- **Multi Angle Meter**. Select to draw multiple connected lines that contain a meter which displays the external angle between them. The length of the lines can be altered by clicking/dragging the handles. To add an additional line and angle click a point on the line and drag the point created to the new required position. Click a point using the left mouse button to remove line.

- **Annotation**. Select to add annotation (short text notes) on the patient image.

- **Ante/Retroversion Meter**. Select to place an ellipse over a feature on the x-ray that you know is a circle, such as the mouth wire of an acetabular cup, and to read-off the out-of-plane angle the circle would have to be rotated through to give the observed ellipse. **Note**: this does not take the divergence angle of the x-ray into account, so you must correct this manually.

- **Window and Leveling Mode:** Select this icon to adjust the brightness of an X-ray image. Click left mouse and drag up to darken and down to lighten image.

- **Switch Templating Side:** Click to select this tool. **Note**: this tool does not remain selected and does not alter the tools that have been selected from the left group. When you select this tool, it swaps the templating side between left and right.

- **Vertcal Flip:** Click Icon to flip X-ray vertically. Click again to return to original orientation.

- **Horizontal Flip:** Click Icon to flip X-ray horizontally. Click again to return to original orientation.

Joint-Specific Wizards

Hip joint

There are wizards for the AP view of hips and the ML view: however, the ML wizard is used to assist with ML template positioning, it does not take any measurements. For further information on specific wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Hip Resurfacing Procedure Wizards

Wizards are available for resurfacing the hip. An AP wizard is used with an AP x-ray to assess the femoral head diameter and centre of ,the femoral neck aiding in the positioning of the stem of the resurfacing hip prosthesis. And a ML wizard is used with an ML x-ray to position the stem of the femoral resurfacing component.

Knee joint

There are five wizards are available for knee measurements (total knee replacements and unicondylar knee replacements), a femoral and a tibial wizard for each of the AP and ML views, plus a leg alignment AP wizard. For further information on specific wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Shoulder Joint

There is one wizard available for shoulder measurements. For further information on this wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Pediatric

Among the radiological lines that have been used to distinguish between the normal and the dislocated hip are the acetabular index (a measurement of the apparent slope of the acetabular roof); the intersection of the horizontal Hilgenreiners line (through the triradiate cartilage) with Perkins line (a vertical line drawn downward from the lateral rim of the acetabulum), which is a measure of lateral migration of the femoral head. For further information on specific wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Shafts

These Wizards are designed to allow measurements to be made on a shaft. For further information on specific wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Osteotomy

The Osteotomy wizard defines the position and angle of cut required when straightening a shaft. For further information on specific wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Note No Wizards - Total Shoulder, Elbow & Ankle

For these small joints no wizards will be shown, after scaling you will move directly to templating, select the sizes required and use manual template positioning.

Templating

This is the core of OrthoView™. Under normal circumstances you get here after doing planning. If you need to save time however, you can go directly to the Templating panel, after scaling, by clicking **Templating** in the **Planning** screen without using any wizards or tools.

The Template(s) are displayed over the x-ray. The exact shape of Template is determined by the parameters selected in the lists in the **Templating** panel. Selecting different entries in the lists change the Template. If you select a combination of parameters that don't exist in the product line, no Template is displayed and a warning message is displayed.

If the Joint Measurement has been done correctly, the position and axis of the Templates will match the patient's anatomy.

For more information, refer to OrthoView's™ Help.

Sliding Templates

Click the mouse down on any part of the Template other than the Positioning Handle (Cross with arrows) and drag. The Template will slide along its axis.

Dragging the Template

To re-position a whole Template, drag the Positioning Handle (a cross with arrows) to the required position.

Rotating the Template

To rotate a Template (including its axis), use the right mouse button to drag on any part of it other than the Positioning Handle.

You can make the rotation less sensitive by moving the mouse away from the centre of rotation while still holding the button down.

Changing the Templated side

Some Templates are asymmetric. You can click the **Templating Side Tool** in the tool bar. This allows you to template the contra-lateral side, providing you have a bilateral x-ray.

Finishing an examination

This section describes how you can get permanent output from OrthoView™.

Important Warning

Reports and committed archives are time stamped with the Operating System date. If you want to rely on these dates in the future (e.g. for legal defence purposes) you must ensure that the date can only be set by the system administrator and be able to prove that it has not been subsequently tampered with.

Making a report

OrthoView™ can generate a pre-operative report. To do this, you usually close the **Templating** panel and click **Finish**. The **Finish** panel displays the report summary. For further information on this wizards see the OrthoView™ Help Menu when running the software or refer to the Training Guide.

Closing and committing

When you have finished any planning, scaling, templating and report generation, you need to decide whether to save or abandon the session. To do this, click:

- **Save Session**. Click to save any scaling, planning or templating you have done to date, so that you can return at a later date and finish off the procedure. Not available on all versions.
- **Commit Session**. Click to make a permanent record of the procedure. **Note**: when you do this you are unable to make any further modifications, as the archive is read-only.
- **Discard**. Click to abandon any scaling, planning or templating you have done so far.

Deleting examinations or archives

To delete an examination, or an archive, right click on its name in the examination list. Select option to delete.